

Lighting and Landscape Enhancement in Plymouth, IN

Work/Project Description: The work includes the Construction Inspection and Contract Administration for the Michigan Street Lighting and Landscape Enhancement Project within the City of Plymouth, Indiana; Des. 0401078. The enhancements are on North Michigan Street (SR 17) from Klinger Street to Hoham Drive. Work to be assigned includes construction inspections, contract administration, and the preparation of the INDOT construction documentation as required for a federally funded LPA project.

Local Public Agency Name:	City of Plymouth, Indiana
Project Location:	Along North Michigan Street (SR 17) from Klinger Street to Hoham Drive in Plymouth, IN
INDOT District Covering Project:	Laporte
INDOT Des#:	0401078
Project Phases Included:	Construction Engineering
Funding:	Federal Funding involved (80%/20% split)
Estimated Construction Cost:	\$409,500.00
Contract Type:	Negotiated labor rate
Contact Questions:	Rick Gaul – City Engineer 574-936-3614 e-mail: publicworks@plymouthin.com
Plan Review:	Plans may be reviewed at 900 Oakhill Avenue, Plymouth, IN 46563
DBE Goal:	0%
Term of Contract:	Start: Pre-Construction Meeting End: Completion of Project
Schedule:	Response Due Date: July 9, 2007 Consultant Selection: July 16, 2007 Consultant Contract: July 23, 2007

REQUIRED INDOT PREQUALIFICATION CATAGORIES (Combination of Prime and Sub Consultants):

General Prequalification

Additional Qualifications:

- Ability to provide one (1) full time Resident Project Representative (Engineer or INDOT Certified Technician), and inspector(s) and clerical and secretarial personnel as required for a period of time necessary to complete the construction project and final construction report.
- Ability to coordinate project with the INDOT Area Engineer and the LPA Project Coordinator.
- Ability to take directions from the INDOT Area Engineer on all matters concerning contract compliance and administration.
- Familiar with INDOT procedures and requirements for contract compliance and administration
- Familiar with the City of Plymouth and the needs of its citizens.

Description of Services:

The general description of services are comprised of but not limited to the items listed below:

- Review the contractor prepared construction schedule for compliance with the contract.
- Attend Preconstruction conferences, attend project INDOT and FHWA meetings, arrange and hold periodic job conferences.
- Be a liaison between the LPA and the contractor.
- Cooperate with the LPA, INDOT and FHWA.
- Obtain and maintain project information on items such as suppliers, sub-contractors, materials, etc
- Furnish and provide certified technicians to operate the equipment necessary for sampling and testing as required by INDOT
- Obtain field samples and deliver to the proper INDOT Testing Laboratory.
- Receive shop drawings and provide such to INDOT and the LPA.
- Perform onsite inspections, materials sampling/testing, etc as required by INDOT
- Consider contractor suggested modifications to drawings and/or specifications and report such to INDOT and the LPA.
- Prepare and maintain job records such as: meetings, daily work diary, weekly reports, monthly reports, pay estimates, drawings, local emergency numbers,

final construction estimates, final construction documents, etc. Submit proper documentation to INDOT and the LPA.

- Regulate work week to conform to the contractor's work hours as required by the INDOT Area Engineer.
- Administer the construction contract in accordance to INDOT procedures and policies.
- Prepare and submit timely consultant invoicing to the LPA.

Letter of Interest Submittal Instructions

Firms interested in being considered for selection shall respond by sending five (5) copies each of the following items, along with the five (5) required attachments, as noted below. All responses are to be mailed/delivered to:

City of Plymouth
124 North Michigan Street
PO Box 492
Plymouth, IN; 46563
ATTN: North Michigan Street Lighting Project

Required Attachments:

- One (1) Letter of Interest (LOI)
- One (1) signed Affirmative Action Certification and associated required documents for all items with DBE goals.
- One (1) completed Current and Completed Projects (CCP) form.
- One (1) completed Active and Pending INDOT Contract Balances form. This form, when completed, will be the same for every item submitted. The CCP form above may vary from item to item depending on type of services required for the item.

NOTE: The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances forms required are available on the INDOT Website.

All Letters of Interest must be received no later than 4:30 p.m., Plymouth, IN time, on July 9, 2007, to be considered. A reply confirmation of receipt will be returned for each response submitted. When completed, selections will be announced through standard mail.

Selection Procedures

The City of Plymouth will directly select consultants for the items listed above and further described herein, based on a Letter of Interest (LOI) and other required documents. The requirements for the LOI and the Consultant Selection Rating Form that will be used by The City to evaluate and score the submittals are shown below.

To be eligible for selection consideration, prime consultants and sub-consultants must be pre-qualified through INDOT. Prequalification requirements and the list of Pre-qualified Consultants and their approved categories may be found on the INDOT Website. A prime consultant need not be pre-qualified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one sub-consultant be pre-qualified in each discipline and provided further that the LOI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been pre-qualified.

Requirements for Letters of Interest

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LOI Content (Item B below), in the same order listed, and signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOI's shall be limited to a total of (12) 8 1/2" x 11" pages. Ten (10) pages for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances form do not count toward the total.
3. LOI's must be received by 4:30 p.m. Plymouth, Indiana time on the due date. Responses received after this deadline will not be considered. Submittals will have to include all required attachments to be considered for selection.

B. Letter of Interest Content

Identification and Qualifications

1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.

2. Provide information regarding design liability and financial capability/insurance to cover same.
3. List all proposed sub-consultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each sub-consultant. (See Affirmative Action Certification below.) A listing of certified DBE's eligible to be considered for selection as prime consultants for this RFP can be found at the "Pre-qualified Consultants" link available from the INDOT Website.
4. Provide the name and contact information of three (3) previous clients on similar projects that your firm has provided the subject services.
5. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.

2. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a list of all current projects under the supervision of the Key Staff and the anticipated date of completion for all current projects.
4. Provide a description of your Project Approach or of your approach to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form must be submitted. The consultant must identify the DBE firms with which it intends to subcontract, include the contract participation percentage of each DBE, and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form. If the consultant does not meet the DBE goal, the consultant must provide

documentation in additional pages after the form which evidences it made good faith efforts to achieve the DBE goal. Please review the INDOT DBE Program as applicable based on any goals set and complete the DBE Affirmative Act Certification Form as applicable. What constitutes good faith efforts is explained in detail within the INDOT DBE program information referred to above. INDOT's DBE Program Information is available at INDOT's Website.

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Pre-qualified Consultants" link available from the INDOT Website.

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

LPA Consultant Selection Rating Sheet

Selection Rating for RFP No.

Des# 0401078

Consultant Name:

Services Description:

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills			10	
	Demonstrated outstanding experience in similar type and complexity	2			
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
	Insufficient Experience	-3			
Approach to Project	Project understanding and innovation that gives cost and/or time savings.			15	
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time			20	
	Availability of more than adequate capacity that results in added value	1			
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable			15	
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	Location of assigned staff office relative to project			5	
	Within 50 Miles	1			
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total:					

LPA must contact INDOT for performance scores

May only be 5% of total

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories.

Name: _____ Signed: _____

Title: _____ Date: _____

Request for Proposals No. _____
 Item No. _____

AFFIRMATIVE ACTION CERTIFICATION

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see www.in.gov/dot/div/legal/DBE/dbe_list.xls.)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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Total Percentage Credited toward DBE Goal (Race/Gender Conscious): _____

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): _____

Name of Company: _____

By: _____ Date: _____